



COMMERCIAL BUILDING PERMIT (BDC)

APPLICATION

**Planning & Building Services Department
Building Division**

200 S. Willow St. | Phone: (307) 733-7030
P.O. Box 1727 | www.tetoncountywy.gov
Jackson, WY 83001

For Office Use Only

BDC _____ SWF/SWP _____ GEC _____

PLEASE CALL AND SCHEDULE A TAKE-IN WITH THE PERMIT TECHNICIAN BEFORE BRINGING IN THIS APPLICATION.

Please type or fill out this application in ink only.

PROJECT: *In order to expedite the review, please attach to this application a narrative describing the nature of the businesses that will occupy the proposed structure. Please describe the nature of the project below:*

Name/Description: _____
Days/Hours of Operation: _____
Number of Employees: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER: *A copy of the Warranty Deed or Contract of Sale must accompany this application.*

Name: _____ Phone: _____
Mailing Address: _____ City, State: _____
Email: _____ ZIP: _____

APPLICANT/AGENT: *If the applicant is other than owner, a **notarized** Teton County Planning & Development Letter of Authorization must accompany this application. Only the owner or his/her authorized agent may sign the application, correction list or permit.*

Name: _____ Phone: _____
Mailing Address: _____ City, State: _____
Email: _____ ZIP: _____

ARCHITECT: *Wyoming State Statutes require an architect's or engineer's stamp on new commercial or multi-family buildings having an occupancy load of 10 or more people.*

Name: _____ Phone: _____
Mailing Address: _____ City, State: _____
Email: _____ ZIP: _____

CONTRACTOR: *Contractors are required to be licensed in the Town of Jackson. Commercial projects require general contractors to hold at least a Class A or B license.*

Name: _____ Phone: _____
Mailing Address: _____ City, State: _____
Email: _____ ZIP: _____
License No. _____

USE AND DEVELOPMENT PERMITS: This application form is for commercial buildings, commercial remodels, and tenant improvements. Please note, depending on the use and size of building, a Development Plan, Sketch Plan, Basic Use or Conditional Use Permit may be required. A building permit plan review cannot be done concurrently with a Development Plan, Sketch Plan or Conditional Use Permit review. Please speak to a Planner if you have any questions regarding use and development permits.

Please indicate any Use or Development Permits obtained for this project, including the date(s) of approval. If you are processing applications concurrently, indicate that approval is pending.

Permit Number(s): _____

Date(s) Approved: _____

WILDLAND URBAN INTERFACE: If a property is located within the Wildland Urban Interface, a Wildland Assessment is required **prior** to submitting the building permit application. Contact the Fire Marshall at 307-733-4732 to arrange a meeting. The IWUIC application is available online at <https://www.tetoncountyny.gov/671/WUI-Information-for-Contractors>.

_____ Is the property located in the Wildland Urban Interface?

FLOODPLAIN: See County Floodplain Management Resolution and Flood Insurance Rate Maps (FIRMs), which are available on the County GIS Map Server <https://maps.greenwoodmap.com/tetonwy/mapserver/>. If located outside of Flood Hazard Zone X, a Floodplain Development Permit is required and may be processed concurrently with the Building Permit application.

What is the property's Flood Zone Designation? Check all that apply:

☐ A ☐ AE ☐ AO ☐ X ☐ Other (please identify): _____

_____ If the designation is not Zone X, have you submitted a Flood Plain Development Permit Application to Engineering?

GRADING: A separate Grading & Erosion Control application is required when the proposed land disturbances exceed the below thresholds. If a Plan level application is required, a Pre-Application Conference is required prior to application submittal. Identify the area of disturbance in each slope category:

Existing Slope of Area	Area to be Disturbed (sf)	Thresholds		
		Exempt	Statement	Plan
TOTAL DISTURBANCE		See below	If disturbing at least 12,000 sf but less than 1 acre	If disturbing 1 acre or more
5% or less		If disturbing less than 12,000 sf	If disturbing at least 12,000 sf but less than 1 acre	If disturbing 1 acre or more
More than 5% up to 15%		If disturbing less than 1,000 sf	If disturbing at least 1,000 sf but less than 1 acre	If disturbing 1 acre or more
More than 15%		No exemption	If disturbing 3,000 sf or less	If disturbing more than 3,000 square feet

SMALL WASTEWATER SYSTEM: There is a separate application for septic systems and sewer connections. All habitable structures must have an approved small wastewater (septic) permit, town sewer hookup permit, or other wastewater facility approved by the County Engineer's Office before a building permit will be issued.

WETLANDS AND WATERBODIES: Wetlands, waterbodies, and associated setbacks are required to be shown on the site plan. County regulations may prohibit development in a wetland or waterbody and associated setback, except under specific circumstances. A permit may be obtained for a limited amount of wetland disturbance. Contact the Planning Office for further clarification. The U.S. Army Corps of Engineers regulates the placement of dredged and fill material into wetlands and other waters of the United States as authorized primarily by Section 404 of the Clean Water Act (33 U.S.C. 1344). It is the landowner's responsibility to contact the Corps prior to placing any fill in waters of the U.S. Information on Section 404 requirements can be obtained by contacting the Wyoming Regulatory Office at (307) 772-2300 or by visiting its website at www.nwo.usace.army.mil.

_____ Are there wetlands located on or adjacent to the site of the proposed structure or access?

EXTERIOR MATERIALS: *If metal materials are used, provide a sample with application. All exterior finishes are required to be earth tone in color and non-reflective prior to installation.*

Roof: Material/Type: _____ Color: _____
Siding: Material/Type: _____ Color: _____

SITE DEVELOPMENT: *Site development is the area of the site that is physically developed; it is generally the inverse of landscape surface area. Site development includes the area of the site that is covered by buildings, structures, impervious surfaces, porches, decks, terraces, patios, driveways, walkways, parking areas, and regularly disturbed areas such as corrals, outdoor storage, and stockpiles.*

_____ Footprint of Existing Structures/Buildings
_____ Footprint of Proposed Structures/Buildings
_____ Paved and unpaved driveways and parking areas
_____ Decks, porches, patios, terraces (including sand-set), sidewalks, etc.
_____ Other areas of the property which are not vegetated (corrals, riding arenas, etc.)
_____ **TOTAL**

BUILDING COMPOSITION: *The following information should be shown both here and on the submitted plans, whether the project is a new building or a tenant improvement. All buildings are to be designed to the requirements of the most recently adopted version of the building code.*

Type of Construction: _____
Sprinklered? _____ Yes _____ No
Gross Floor Area: _____ Height (in feet): _____
Floor Area Above Grade: _____ Number of Stories: _____
Floor Area Below Grade: _____

OCCUPANCY GROUP: *A list of group types can be found in Section 302 of the IBC. Occupancy loads can be found in Section 1004 of the IBC. Rooms or areas designed for the use or storage of hazardous materials shall submit a list of the materials to be used/stored and the quantities to be housed in the structure.*

For buildings with multiple occupancies, please complete the following (attach additional sheets if necessary):

1. Occupancy Group	_____	_____	_____
	Actual Area	_____	Occupant Load _____
2. Occupancy Group	_____	_____	_____
	Actual Area	_____	Occupant Load _____
3. Occupancy Group	_____	_____	_____
	Actual Area	_____	Occupant Load _____
4. Occupancy Group	_____	_____	_____
	Actual Area	_____	Occupant Load _____
	TOTAL AREA	_____	TOTAL OCCUPANT LOAD _____

ADDITIONS AND REMODELS: *In addition to the information in the previous section, additions and remodels should also include information on the following.*

Existing Occupancy Group: _____
 Area of Remodel/Addition: _____ Existing Occupant Load: _____
 Are any floor area increases requested? _____
 Basis for increase _____

PARKING SPACES AND LOADING BAYS: *Identify the number of parking spaces and loading bays on the property.*

_____ Total Number of Spaces
 _____ Disability Parking Spaces
 _____ Loading Bays

EXTERIOR LIGHTING: *Exterior lighting information listed below shall include all fixtures, including but not limited to, lighting attached to structures, poles, the earth, or any other location. Total numbers shall include all new lighting as well as existing lights on the property. For existing light fixtures, please include numbers of fixtures and maximum lumen per fixture. Your application shall include a manufacturer's product specification sheet for all outdoor lighting and a lighting plan in the drawings. Commercial applications shall include description of adaptive controls and plan for lighting reduction. Complex uses may require additional information during the application review.*

Fixture Model or Description	No. of Fixtures	Shielded (Y/N)	Light Color (Kelvin)	Max Lumen per Fixture	Lumens Total
<i>Ex: Cornice P5634 sconce</i>	<i>3</i>	<i>Y</i>	<i>3000</i>	<i>623</i>	<i>1869</i>
Lumen Total All Types					

ESTIMATED COST OF CONSTRUCTION: *Please list the estimated cost of construction below. This figure should be the actual cost of construction, which will be reported to the Census Bureau. The Building Department calculates a separate valuation for the Building Permit Fee.*

\$ _____

ENERGY CONSERVATION CODE: *Energy mitigation fees shall be assessed for new construction and additions of more than 2,500 square feet of conditioned space. Energy mitigation fees shall also be assessed for heated hardscape areas.*

SUBMITTAL REQUIREMENTS: *This checklist is part of the application and MUST be completed by the owner or the authorized agent.* Plans found to be insufficient at the time take-in, will be returned to the owner/agent for corrections. More information may be required at the time of review. Should the plan be revised by the applicant either during the review process or after a permit is issued, the time frame for review will begin anew. Additional fees may be applicable. Revisions are required to be submitted with a Letter of Transmittal for Building Permit Revisions, available on the County's website. All the following information is required to be on the plans or general notes, including special conditions.

Key: Y = meets submittal requirements
N = missing or incomplete information – letter of explanation required
NA = not applicable to this application

General Requirements:

- _____ 2 CD's & 2 Complete sets of plans including architectural, structural, mechanical, plumbing, fire sprinkler, electrical, and material specification plans are required to be signed and sealed by the appropriate design professional (WSS 33-4-117). **For specifications regarding fire sprinkler and electrical plans, contact the Jackson Hole Fire EMS Dept. at 733-4732.**
- _____ The plan cover sheet shall summarize the project showing square footages of each floor and total square footage of proposed structure; size of the property, impervious surfaces and Landscaped Surface Ratio; construction and occupancy types.
- _____ For residential occupancies, the total number of sleeping units and number of accessible units, Type A units and/or Type B units; and applicable codes shall also be required.

Special Conditions:

- _____ Structures within the Wildland-Urban Interface must show compliance with the Fire Marshal's requirements by means of details and/or notes on the submitted plans.
- _____ Note that structures greater than 5,000 gross sq. ft. are required to be fire sprinklered.
- _____ Structures located within the FEMA, Special Flood Hazard Area shall show compliance with the Flood-Resistive Construction requirements of the IBC.
- _____ Plans for structures located in areas subject to seasonal high ground water from spring runoff or irrigation, shall be provided with details showing protection of the structure and all insulation, electrical, plumbing and mechanical systems, from damage due to moisture and/or mold, by licensed design professionals, or shall be slab on grade.

Architectural Drawings(drawn to scale and as close to 24" X 36" as possible):

- _____ Architectural and structural elements shall be drawn to a scale of $\frac{1}{4}" = 1'$
- _____ Description of uses and the proposed use group(s) for all portions of the building. Architect shall indicate the design approach for mixed-uses (as applicable).
- _____ Proposed type of construction of the building.
- _____ Fully dimensioned drawings to determine areas and building height.
- _____ An egress plan showing occupant loads of each room, for each floor and cumulative occupant loads at each exit. Show exit arrangement and sizes, corridors, doors, stairs, etc.
- _____ Location of exit signs/means of egress lighting, including power supply.
- _____ Accessibility scoping provisions.
- _____ Description & details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
- _____ Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
- _____ Details of plastic, insulation, and safety glazing installation.
- _____ Details of required fire protection systems.

Site Plan (drawn to accepted engineering scale on sheets as close to 24"x36" as possible): Large land parcels should have two site plans - one showing property in relation to adjacent land parcels with area to be developed identified, and a second, of smaller scale, showing proposed development and associated structures within 100 feet not to exceed 24" x 36" including the following information:

- _____ All site plan requirements for Planning and Engineering are shown including, but not limited to, all easements, all utility locations, water lines, gas tanks, lines and meters, electrical vaults, lines and meters, sewer lines and cleanouts. Buried utilities shall show the depth, bedding, and back fill requirements.
- _____ Entire property with dimensions of boundaries and north arrow. Show scale.
- _____ Location of existing and proposed structures or additions, including porches, balconies, terraces, walkways, decks, eave overhangs, and chimneys.

- _____ Show distances of proposed structures or additions from property lines, right-of-way lines, creeks, streams, rivers, ditches, ponds, and wetlands.
- _____ Names of adjacent streets or roads.
- _____ Locations of driveway and parking areas. New driveways entering onto a County road or State highway require a County access permit.
- _____ Grade lines for slopes of 5% or greater.
- _____ Proposed and/or existing location of well, septic tank and leach field as applicable.
- _____ Location of wells, septic tanks, and leach fields on adjacent properties if within 100 feet of your property.
- _____ Locations of any wetlands on property.
- _____ Show landscaping conforming with **Division 5.5** of the Teton County Land Development Regulations.
- _____ Location of areas designated for snow storage.
- _____ Location of buried utilities located or proposed for site.
- _____ Location, height, and type of any fencing proposed.

Exterior Lighting:

- _____ Provide a site plan depicting all proposed exterior fixtures. This includes but is not limited to, lighting attached to proposed and existing structures, poles, the earth or landscaping fixtures, or any other location.
- _____ Provide a manufacturer's product specification sheet for each type of fixture. This shall include details on shielding, maximum lumens, color or Kelvin temperature and light trespass details. This can be individual sheets submitted with the application or inserted on the exterior lighting plan.
- _____ Description of proposed adaptive or automatic lighting controls that extinguish exterior lighting when sufficient daylight is available, such as timers, sensors, automation systems, etc.
- _____ Description of light reduction wherein the total exterior lighting shall be extinguished OR reduce by at least 30% at 12:00 AM.

Structural Plans and Engineering Details:

- _____ Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
- _____ Signed and sealed structural design calculations which support the member sizes on the drawings.
- _____ Local design load criteria, including: frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
- _____ Details of foundations and superstructure.
- _____ Provisions for required special inspections.
- _____ Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).
- _____ Engineer shall specify any Special Inspections required for project.

Mechanical:

- _____ Complete signed and sealed (WSS 33-4-117) plans and specifications of all heating, ventilating and air conditioning work.
- _____ Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with specified quality control standards.
- _____ Details on the HVAC equipment including the equipment capacity (Btu/h input), controls equipment location, access and clearances.
- _____ A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft², the floor area of the space and the amount of outdoor air supplied to each space.
- _____ The location of all outdoor air intakes with respect to sources of contaminants.
- _____ Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing and duct support spacing.
- _____ Condensate disposal, routing of piping and auxiliary and secondary drain systems.
- _____ Required exhaust systems, routing of ducts and termination to the exterior.
- _____ Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
- _____ Details of all duct penetrations through fire resistance rated assemblies including shaft, fire dampers and/or smoke damper locations.
- _____ Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size the openings.
- _____ Details on the venting the products of combustion from all fuel burning appliances including the type of vent system, the sizing criteria required for the type of vent and the routing of the vent.
- _____ Boiler and water heater equipment and piping details including safety controls and distribution piping layout.

- _____ Details on the type of refrigerant, calculations indicating the quantity of refrigerant And refrigerant piping material and the type of connections.
- _____ Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure/pressure drop).
- _____ Complete signed and sealed (WSS 33-4-117) plans and specifications of all plumbing work.
- _____ Plumbing fixture specifications including identification of the applicable referenced quality control standards and the maximum flow rates for the plumbing fixtures.
- _____ The basis for the number of plumbing fixtures provided including the occupant load used, the use group and fixture rate from the plumbing code.
- _____ Complete dimensions for bathrooms, the location of plumbing fixtures and the wall and floor surface materials.
- _____ Site plan, which indicates the routing of the sanitary, storm and water service with the burial depths for all sewers and water service.
- _____ Water distribution system sizing criteria and calculations.
- _____ Water supply and distribution piping plan showing the incoming water supply, distribution piping, pipe size, the location of water hammer arrestors and the location of the valves.
- _____ The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified quality control standards referenced in the code.
- _____ Drainage system piping plan showing the layout of all piping, of plumbing fixtures and the location of cleanouts.
- _____ Riser diagram (s) of the drain, waste and vent piping including the building drain, all horizontal branches and the connections and layout of all fixtures. Pipe sizes, direction of flow, grade of horizontal piping, drainage fixture loads and the method of venting all plumbing fixtures.
- _____ The location of all indirect waste connections, standpipes, grease traps and separators.
- _____ Complete details of the water heater, the method of supplying tempered water to accessible fixtures and the temperature and pressure relief valve discharge.
- _____ Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
- _____ Piping material specifications to verify compliance with the specified quality control standards for all sanitary, storm and potable water piping (e.g., ASTM B88 for copper pipe), the type of joints and connections for all piping, the pipe hanger support spacing and details of anchorage and bracing.

Sprinkler Systems:

- _____ Complete signed and sealed (WSS 33-4-117) plans and specifications for the sprinkler system and related equipment.
- _____ Description and locations of uses within the building.
- _____ Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the building code.
- _____ Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.
- _____ Results of a current flow test indicating the location and date of the test.
- _____ Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line.
- _____ Material specifications and equipment specifications. All materials used should be verified that they are installed in accordance with their listing.

Wildland Urban Interface

- _____ Wildland review printed on plans
- _____ Details showing wildland review requirements

Accessibility: The Accessibility Review will cover the scoping requirements in Chapter 11 and other accessibility related requirements mainstreamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of ICC/ANSIA117.1. Accessible and Usable Buildings and Facilities. **Any federal accessibility provisions, laws or regulations are beyond the scope of this review.**

- _____ Complete signed and sealed (WSS 33-4-117) architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work propose.
- _____ Site plan including the following information:
 - _____ Size and location of all new construction and all existing structures on the site.
 - _____ Location of any recreational facilities (i.e., pool, tennis courts, etc.)
 - _____ Established street grades, accessible routes from building exits to public ways and their grades and proposed finished grade.
 - _____ Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
- _____ Architectural plans and specifications to include:
 - _____ Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
 - _____ Accessibility provisions including but not limited to access to services, eating, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - _____ In residential occupancies, indicate which units are accessible, Type A and/or Type B. Indicate requirements for each type.
 - _____ Accessible plumbing facilities and details.
 - _____ Tactile signage provided.
 - _____ Details of required fire protection systems.

CERTIFICATE OF OCCUPANCY REQUIREMENT: Before occupying your project, you must have a final inspection by the Building Department and other appropriate County agencies. Following these inspections, a Certificate of Occupancy may be issued. ***Occupation of the proposed building in whole or in part without a Certificate of Occupancy may be subject to remedies provided under Wyoming law.***

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, the undersigned swears that the foregoing is true and correct, and if signing on behalf of co-owners, multiple owners, corporation, partnership, limited liability company, or other entity, the undersigned hereby swears that this authorization is given, to the full extent required, with the necessary and appropriate approval, which authorizes the undersigned to act on behalf of such entity and/or owners. I agree to comply with all County regulations, Building Codes and State laws relating to the subject matter of this application and hereby authorize representatives of this County to enter upon the above mentioned property for inspection purposes.

In signing this application, I acknowledge that the County's acceptance of this application and a plan review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate County agencies and payment of any fees due.

Signature of Applicant

Date

Print Name

Title